



## ***OFFICE OF OCCUPATIONS AND PROFESSIONS***

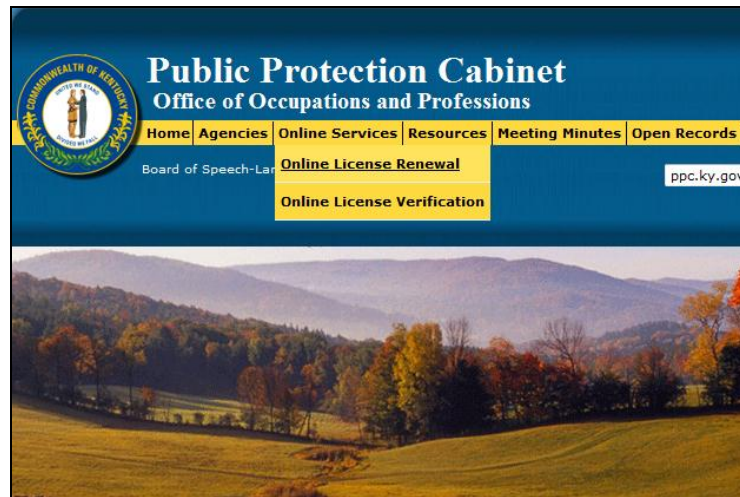


### ***Online Renewal Application Instructions***

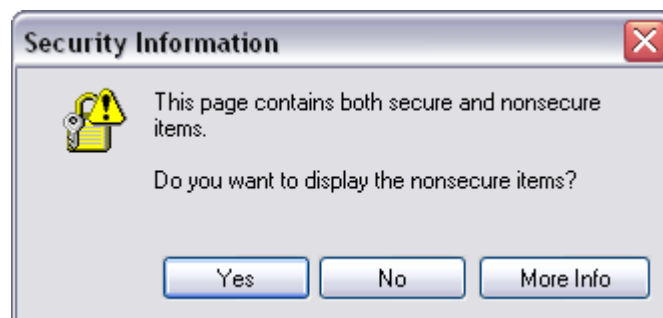
December 9, 2011

## Instructions for Renewing Online:

1. Click on the “[Online Renewal](#)” link, or visit: <https://web1.ky.gov/OnPPub/>



2. You will receive a “security information” prompt. Click “[Yes](#)” to continue.



3. Enter your Social Security Number in the appropriate field. Note: You will need to hit the TAB key in between each section of the SSN#. Do not click on the field with your mouse.
4. Enter your license number. Note: Do not enter “KY” prior to your actual license number. Example: if your license number is “KY-1111”, just enter “1111”.

License cost less than \$100.00 the conveni  
License cost \$100.00 - \$200.00 the conveni  
License cost greater than \$200.00 the conveni

Social Security Number:  -  -

License Number: KY-

5. Click on the “[Renew License](#)” button.

6. The first page of your renewal page will come up. Please update any information on this page as appropriate. Please be advised that names changes require official verification of a legal name change.
7. Please note that the last two questions on this form are **REQUIRED**. Any renewals submitted without an answer to either one of these questions, will be rejected. (see diagram below.)

OnP Public: Renewal Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://web1.ky.gov/OnPPub/RenewalInfo.aspx?SSN=bmt000001&LICENSE=slp-test

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Board of Speech-Language Pathology and Audiology

make corrections if necessary.

First Name: Donald  
Last Name: Duck  
Address: 911 Leewood Drive  
City State ZIP: Frankfort KY 40601  
Phone: 502-564-3296  
EMail: jeff.boler@ky.gov  
Business Name:  
Address:  
City State ZIP:  
Phone:

• Have you had disciplinary action taken against your speech-language pathology or audiology license in any other state or jurisdiction since your last renewal? (Yes/No) If yes, please submit documentation to the Board office.

• Have you been convicted of a felony since your last application or renewal? \*Conviction\* including all instances in which a plea of no contest is the basis of the conviction. (Yes/No) If yes, list offense and submit written documentation to the Board office.

License Fee:\$100.00  
Convenience Fee:\$4.00  
Total Amount Due:\$104.00

Submit Edit Continuing Education

Published: 11/05/2004 [wvd]

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8. When you have entered in all of the appropriate information, click on the SUBMIT button.
9. The “[Continuing Education](#)” portion of the renewal process will automatically appear on the screen.
10. Click on “[New Continuing Education](#)” to enter your first course. (see diagram below)

Kentucky Board of Speech-Language Pathology and Audiology

Continuing Education

Enter Continuing education class.  
KRS 334A.010 - 990 requires you to obtain a minimum of 30 continuing education hours in order to renew your with the Kentucky Board of Speech-Language Pathology and Audiology.

Continuation Education Credit Hours

Edit	Delete	Course Name	Beg Date	End Date	Course Sponsor	Credit Hrs
<a href="#">Update</a> <a href="#">Cancel</a>	<a href="#">Delete</a>	Legal 101	09/01/2011	09/02/2011		12.00
Total Hrs						12.00

[New Continuing Education](#) [Finished](#)

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11. Please use your **TAB** key when moving from field to field. There are issues with certain browsers with “clicking” on individual form fields.
12. When you have completed entering your course information, please click the [UPDATE](#) link on the left side of the screen.
13. If you have additional courses to use, click on [NEW CONTINUING EDUCATION](#) to enter additional courses. Please follow the same instructions above for entering information.

14. When you have completed entering all CEU courses, click the [FINISHED](#) button.
15. You will then be prompted to review your renewal entries. Please be sure that all information is correct.
16. When you have completed verifying the information, electronically “sign” the document by clicking [YES](#) on the certification statement. (See diagram below.)

**Kentucky Board of Speech-Language Pathology and Audiology**  
**Continuing Education**

KRS 334A.010 - 990 requires you to obtain a minimum of 30 continuing education hours in order to renew your with the Kentucky Board of Speech-Language Pathology and Audiology.

Continuation Education Credit Hours				
Course Name	Beg Date	End Date	Course Sponsor	Credit Hrs
Legal 101	09/01/2011	09/02/2011		12.00
Legal 102	09/04/2011	09/05/2011		12.00
Legal 103	09/06/2011	09/07/2011		12.00
Total Hrs				36.00

I, the licensed/certified individual named in the above, do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my licensure/certification could be revoked by the Board.

I AGREE Yes ☒ No ☐

Published: 10/29/2004 [wvd]

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17. Click [NEXT](#) to go to the payment screen.
18. Please enter your appropriate billing information, and click the SUBMIT button to finish the process.

Please be advised that individuals who have received notification indicating that their renewal has been audited must attach proof of CEUs prior to approval. That information can be sent via U.S. Mail to the Kentucky Board of Speech-Language Pathology and Audiology, P.O. Box 1360, Frankfort, KY 40602. You may also fax this information to (502) 564-4818. For further information, please contact the board office at 502-564-3296, ext. 234.